

# Application for Approval/Notification of an Outside Professional Activity for Professors



**Please note that the English translation only serves the purpose of providing information on the contents of the corresponding German text. Please complete and sign the German version of this form.**

- First application  Application for extension

Technical University of Munich

Human Resources – Central department 2 (ZA 2)

- Department 21 (Referat 21) , [V\\_Sekretariat\\_ZA2@zv.tum.de](mailto:V_Sekretariat_ZA2@zv.tum.de)  Department 23 (Referat 23), Garching, [za2-ref23.sekretariat.zv@tum.de](mailto:za2-ref23.sekretariat.zv@tum.de)
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## 1. Applicant

Surname, first name		Phone
Faculty/School	Department	
Chair/Unit	Email	

## 2. Description of activity<sup>1</sup>

Type of outside activity (a form must be filled out for each individual outside activity).  
Please attach appropriate supporting documents (copy of contract, consultancy agreement, etc.). In the case of freelance work in an office, a detailed statement regarding the legal requirements of § 10 BayHSchLNV is required.<sup>2</sup>

Type of activity

- independent  
 dependent

Starting date	(Prospective) Ending date <sup>3</sup>
Amount of time per week of outside activity <sup>4</sup>	
Anticipated amount of remuneration/fee – If more than 30% of the employee salary is earned in a calendar year, a detailed statement on the time required for all outside activities is required.	

<sup>1</sup> The university may request information on the nature and extent of outside activities requiring approval as well as on the amount of remuneration (§ 8(5) Sentence 1 BayHSchLNV).

<sup>2</sup> In addition to the general requirements, approval is only to be granted if a clear separation of the tasks involved in the activity from those performed at the university and of the material and human resources of university facilities is ensured, the office is located in reasonable proximity to the place of employment through the university, and the outside activity is carried out through involvement in a business partnership or cooperation in an office. A position as managing director is only permissible in exceptional cases if it is plausibly justified that such an organizational structure will reduce the burden of routine activities. The university reserves the right to review individual cases.

<sup>3</sup> Outside professional activities can be approved for a maximum of five years, after which a new application is required.

<sup>4</sup> No more than, on average, one individual working day is permitted. Exception can be made during the lecture-free period, if the interests of the employer are not affected (justification required).

Name and address of the employer/contractor for whom the outside activity is to be carried out.

**Does the employer/contractor of the outside activity have a business relationship with the Technical University of Munich (if known) or is one planned?**

- no
- yes

If yes, provide information on the nature of the business relationship in the form of a detailed statement on the avoidance of any conflicts of interest, in particular with regard to the prohibition of splitting (inadmissible splitting in primary employment, e.g. third-party funded research project and sideline activity) in an attachment, especially if third-party funding agreements exist between the contractor and TUM – [third-party funding guidelines](#) (in particular No. 5.5.3 thereof) and [anti-corruption guidelines](#) must be observed.

**Use of TUM Facilities, Material and Human Resources<sup>5</sup>**

- no
- yes

If yes, please explain the scientific or public interest and the extent and nature of the expected use.

**Note:**

Remuneration/fees for one or more outside professional activities performed during civil or equivalent service (§ 4 BayHSchLNV) must in principle be paid in part to the state treasury. At the end of each calendar year, the university reviews compliance with the duty to surrender payments.

At the start of each year, the President requests notification of the use of facilities, material and human resources and a corresponding declaration with regard to any outside activities performed during civil or equivalent service.

**3. Other outside professional activities currently being performed**

Type, duration, amount of time per week

I confirm that there are no supervisory relationships under examination law in connection with the outside activity applied for here.

.....  
Place, date

<sup>5</sup> As a rule, the use of TUM facilities, material and human resources is only possible where there is a public or scientific interest in the exercise of the outside activity. Generally, an appropriate fee (reimbursement of costs and compensation of benefits) is to be paid. If TUM makes infrastructure available for the performance of outside activities in return for payment of a fee, it is engaged in commercial activity. Public financing/subsidization of a commercial activity is generally regarded as state aid, which is prohibited under Art. 87 of the EC Agreement. In view of these mandatory EU state aid regulations, it is therefore necessary, in order to avoid impermissible cross-subsidies, to clearly distinguish between the costs and financing of commercial and non-commercial activities and to carry out commercial activities at market prices or on competitive market terms. The use of TUM facilities for which a fee is charged must therefore be documented by the user according to type, purpose, and scope using a simplified [calculation scheme](#) (information on filling out the calculation scheme can be obtained from [HR 1 - Controlling, Organization, Planning](#)) and will be invoiced by TUM based on a full cost accounting system. For more information on this subject and the requisite calculation scheme, go to: [https://portal.mytum.de/kompass/forschung\\_public/index.html/kompass/forschung/EU-Unionsrahmen](https://portal.mytum.de/kompass/forschung_public/index.html/kompass/forschung/EU-Unionsrahmen)